



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Junior Staff Analyst  
Assistant Treasury Program Officer

**TENURE:** Permanent

**TIME BASE:** Full-Time

**SALARY:** \$2632 - \$3465 Junior Staff Analyst (Range A & B)  
\$3418 - \$4155 Assistant Treasury Program Officer

### **DUTIES:**

Under the general supervision of the Treasury Program Manager II in [Cash Management](#), performs various administrative and technical tasks in support of Item Processing including; acting as one of the primary System Administrators for support of the Item Processing System (Advanced Financial Solutions/Unisys); acting as one of the primary analyst/technical staff for implementation of image capabilities for the Item Processing Section including working as a liaison with various client agencies; assisting in preparing statistical data for workload and budget studies. The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

### **Description of Essential Functions:**

- Applies and interprets rules and regulations as required in response to inquiries from State agencies, other sections of STO.
- In a consultative capacity, fields difficult and complex questions to solve numerous problems that arise daily.
- As a System Administrator maintains a working knowledge of the Item Processing System.
- Performs special assignments to improve operational performance, provide information to management and to conduct studies of work related functions as needed.
- Keeps workload statistics, trains staff, acts as lead person and does other duties as required by Treasury Program Manager.

### **DESIRABLE QUALIFICATIONS:**

- Computer skills
- Good work habits and attendance
- Ability to work cooperatively with others
- Ability to communicate effectively
- Strong technical and analytical skills

### **CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an Assistant Treasury Program Officer or Junior Staff Analyst.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position.

**Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-330-4237-004" next to the classification on your application/resume, i.e. Assistant Treasury Program Officer/Junior Staff Analyst (820-330-4237-004).**

**FINAL FILING DATE:**

Applications will be accepted **until Filled**.

**SUBMIT APPLICATIONS TO:**

Cecilia Sanchez  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100

CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

CM:kd 04/13/06